

**MONDAY, MAY 1, 2023 – TWIN VALLEY CITY COUNCIL  
BOARD OF APPEAL AND EQUALIZATION HEARING  
Twin Valley Community Center – 6:00 PM**

**MEMBERS:** Mark Askelson, Michael Bolton, Tracy Christianson, Mike Lampton

**OTHERS:** Jill Murray, Mindy Kinkade

**PURSUANT DUE TO CALL** and notice thereof the Twin Valley City Council held the annual Board of Appeal and Equalization Hearing on Monday, May 10, 2023. Mayor Bolton called the meeting to order at 6:00 PM.

The board reviewed the 2023 City Assessment Summary as presented by the Norman County Assessor’s office. There were 8 sales for the City of Twin Valley between October 1, 2021 and September 30, 2022 that affected the updates market values for the 2023 assessments. There was an overall city-wide increase of 2%, with a difference in estimated market value between 2022 and 2023 of \$534,100.

No citizens were in attendance to request a review. Adjourned 6:17 PM, ML/MA-m/s/p.

Attest: \_\_\_\_\_  
RACHEL JOHNSON, CLERK-TREASURER

Signed: \_\_\_\_\_  
MICHAEL BOLTON, MAYOR

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**MONDAY, May 8, 2023 – TWIN VALLEY CITY COUNCIL  
REGULAR MONTHLY MEETING  
Twin Valley Community Center – 7:00 PM**

**MEMBERS:** Mark Askelson, Paul Bekkerus, Michael Bolton, Tracy Christianson, Mike Lampton

**OTHERS:** Kerry Askelson, Ellie Bekkerus, Jason Douville, Jess Riepe

**PURSUANT DUE TO CALL** and notice thereof the Twin Valley City Council held its regular monthly meeting on Monday, May 8, 2023. Mayor Bolton called the meeting to order at 7:00PM.

**MONTHLY BUSINESS**

Minutes—ML/MA-m/s/p to approve the April minutes as written.

Disbursements—PB/TC-m/s/p to approve disbursements totaling \$143,305.38 as detailed below.

| <b>VENDOR</b>                     | <b>DESCRIPTION</b>           | <b>AMOUNT</b> |
|-----------------------------------|------------------------------|---------------|
| A.F.L.A.C. WEST REGION            | Employee Benefit             | \$130.03      |
| ADA BUILDING CENTER, INC.         | Repairs & Maintenance        | \$641.22      |
| ANDERS VALLEY PUBLISHING, LLC     | Advertising/Publishing       | \$465.63      |
| ARAMARK UNIFORM SERVICES          | Contracted Service           | \$328.72      |
| ARVIG                             | Telephone/Internet           | \$554.30      |
| BANKCARD CENTER                   | Operating Supply / DNR Grant | \$1,146.44    |
| COMMUNITY CO-OPS-Lake Park        | Utilities                    | \$1,829.62    |
| EFTPS-ONLINE                      | Payroll Taxes                | \$2,615.99    |
| FURTHER                           | Employee Benefit             | \$768.05      |
| GRAND FORKS FIRE EQUIPMENT LLC    | DNR Grant items              | \$2,126.00    |
| HOFFMAN, PHILIPP, & MARTELL, PLLC | Audit                        | \$2,900.00    |
| JOHN DEERE FINANCIAL              | Repairs & Maintenance        | \$20.54       |
| MARCO TECHNOLOGIES LLC            | Contracted Service           | \$46.42       |
| MATRIX TRUST COMPANY              | Employee Benefit             | \$55.00       |
| MN CHILD SUPPORT & COLLECTION     | Wages                        | \$512.78      |

|                                   |                           |                    |
|-----------------------------------|---------------------------|--------------------|
| MN DOR - PAYROLL TAX              | Payroll Taxes             | \$607.54           |
| MOONSHINERS SNOWMOBILE CLUB, INC  | DNR Trails Grant          | \$7,814.55         |
| NORMAN COUNTY ATTORNEY'S OFFICE   | Professional Fee          | \$2,800.00         |
| NORTHERN FIRE EQUIP.SERVICE       | Contracted Service        | \$463.35           |
| OFFICE SUPPLIES PLUS*             | Operating Supplies        | \$39.65            |
| OTTERTAIL POWER CO.               | Utilities                 | \$2,870.36         |
| PAYROLL                           | Wages                     | \$14,833.88        |
| P.E.R.A. - SDR DIVISION           | Employee Benefit          | \$4,662.32         |
| PLANX                             | Wimmer Cabin Flooring     | \$1,147.72         |
| RACHEL JOHNSON                    | Repairs & Maintenance     | \$36.60            |
| SANFORD HEALTH PLAN               | Employee Benefit          | \$2,441.05         |
| TWIN VALLEY FIRE DEPT.            | American Legion Donation  | \$3,000.00         |
| TWIN VALLEY HARDWARE              | Repairs & Maintenance     | \$111.42           |
| TWIN VALLEY PHARMACY              | Operating Supplies        | \$3.21             |
| USABLE LIFE                       | Employee Benefit          | \$26.84            |
| VERIZON WIRELESS                  | Telephone/Internet        | \$176.55           |
|                                   | <b>GENERAL FUND TOTAL</b> | <b>\$55,175.78</b> |
| A.F.L.A.C. WEST REGION            | Employee Benefit          | \$100.93           |
| ARAMARK UNIFORM SERVICES          | Contracted Service        | \$95.03            |
| ARVIG                             | Telephone/Internet        | \$116.76           |
| COMMUNITY CO-OPS-Lake Park        | Utilities                 | \$375.53           |
| CORE & MAIN LP                    | Repairs & Maintenance     | \$672.41           |
| EFTPS-ONLINE                      | Payroll Taxes             | \$932.51           |
| FURTHER                           | Employee Benefit          | \$183.16           |
| HOFFMAN, PHILIPP, & MARTELL, PLLC | Audit                     | \$1,100.00         |
| MATRIX TRUST COMPANY              | Employee Benefit          | \$72.50            |
| MN DOR - PAYROLL TAX              | Payroll Taxes             | \$157.72           |
| MN DOR - SALES & USE TAX          | Sales Tax                 | \$122.00           |
| NORTHERN FIRE EQUIP.SERVICE       | Contracted Service        | \$75.00            |
| OTTERTAIL POWER CO.               | Utilities                 | \$1,416.72         |
| PAYROLL                           | Wages                     | \$3,111.19         |
| P.E.R.A. - SDR DIVISION           | Employee Benefit          | \$647.87           |
| SANFORD HEALTH PLAN               | Employee Benefit          | \$749.87           |
| TWIN VALLEY HARDWARE              | Repairs & Maintenance     | \$19.06            |
| USABLE LIFE                       | Employee Benefit          | \$19.54            |
| VERIZON WIRELESS                  | Telephone/Internet        | \$32.82            |
|                                   | <b>WATER FUND TOTAL</b>   | <b>\$10,000.62</b> |
| A.F.L.A.C. WEST REGION            | Employee Benefit          | \$100.93           |
| ARAMARK UNIFORM SERVICES          | Contracted Service        | \$95.03            |
| ARVIG                             | Telephone/Internet        | \$80.84            |
| COMMUNITY CO-OPS-Lake Park        | Utilities                 | \$158.03           |
| EFTPS-ONLINE                      | Payroll Taxes             | \$932.45           |
| FURTHER                           | Employee Benefit          | \$183.15           |
| HOFFMAN, PHILIPP, & MARTELL, PLLC | Audit                     | \$1,100.00         |
| MATRIX TRUST COMPANY              | Employee Benefit          | \$72.50            |
| MN DOR - PAYROLL TAX              | Payroll Taxes             | \$157.67           |
| MN POLLUTION CONTROL AGENCY       | Permit Fee                | \$1,240.00         |
| NORTHERN FIRE EQUIP.SERVICE       | Contracted Service        | \$75.00            |
| OTTERTAIL POWER CO.               | Utilities                 | \$111.50           |
| PAYROLL                           | Wages                     | \$3,111.19         |
| P.E.R.A. - SDR DIVISION           | Employee Benefit          | \$647.82           |
| SANFORD HEALTH PLAN               | Employee Benefit          | \$749.87           |
| USABLE LIFE                       | Employee Benefit          | \$19.53            |

|                                   |                        |                           |                     |
|-----------------------------------|------------------------|---------------------------|---------------------|
| VERIZON WIRELESS                  | Telephone/Internet     |                           | \$32.82             |
|                                   |                        | <b>SEWER FUND TOTAL</b>   | <b>\$8,868.33</b>   |
| FUCHS SANITATION SERVICE, INC.    | Contracted Service     |                           | \$5,975.25          |
| HOFFMAN, PHILIPP, & MARTELL, PLLC | Audit                  |                           | \$800.00            |
| MN DOR - SALES & USE TAX          | Sales Tax              |                           | \$827.00            |
|                                   |                        | <b>GARBAGE FUND TOTAL</b> | <b>\$7,602.25</b>   |
| ANDERS VALLEY PUBLISHING, LLC     | Advertising/Publishing |                           | \$20.00             |
| ARVIG                             | Telephone/Internet     |                           | \$317.72            |
| BANKCARD CENTER                   | Operating Supplies     |                           | \$1,249.87          |
| BERGSETH BROS.                    | Merchandise for Resale |                           | \$4,672.47          |
| BREAKTHRU BEVERAGE                | Merchandise for Resale |                           | \$2,855.48          |
| BRUCE TORKELSON                   | Merchandise for Resale |                           | \$125.00            |
| COCA-COLA BOTTLING HIGH COUNTRY   | Merchandise for Resale |                           | \$502.50            |
| COMMUNITY CO-OPS-Lake Park        | Utilities              |                           | \$288.58            |
| D-S BEVERAGES                     | Merchandise for Resale |                           | \$17,012.12         |
| EFTPS-ONLINE                      | Payroll Taxes          |                           | \$1,620.91          |
| FURTHER                           | Employee Benefit       |                           | \$242.75            |
| GREAT NORTH PIZZA CO., LLP.       | Merchandise for Resale |                           | \$300.00            |
| HEGGIES PIZZA, LLC                | Merchandise for Resale |                           | \$440.90            |
| HENRY'S FOODS INC.                | Merchandise for Resale |                           | \$7,799.01          |
| HOFFMAN, PHILIPP, & MARTELL, PLLC | Audit                  |                           | \$2,700.00          |
| JOHNSON BROS. LQ-ST.PAUL          | Merchandise for Resale |                           | \$4,714.21          |
| McKINNON COMPANY, INC.            | Merchandise for Resale |                           | \$2,009.80          |
| MN DOR - PAYROLL TAX              | Payroll Taxes          |                           | \$1,166.34          |
| MN DOR - SALES & USE TAX          | Sales Tax              |                           | \$4,097.00          |
| MUDSLINGERS OHV CLUB              | Membership             |                           | \$50.00             |
| NORTHERN FIRE EQUIP.SERVICE       | Contracted Service     |                           | \$33.00             |
| OFFICE SUPPLIES PLUS*             | Operating Supplies     |                           | \$129.09            |
| OTTERTAIL POWER CO.               | Utilities              |                           | \$838.65            |
| PAYROLL                           | Wages                  |                           | \$6,737.81          |
| P.E.R.A. - SDR DIVISION           | Employee Benefit       |                           | \$865.23            |
| PEPSI-COLA **                     | Merchandise for Resale |                           | \$210.25            |
| SANFORD HEALTH PLAN               | Employee Benefit       |                           | \$409.34            |
| TWIN VALLEY HARDWARE              | Repairs & Maintenance  |                           | \$146.46            |
| TWIN VALLEY RIDERS CLUB           | Donation               |                           | \$100.00            |
| USABLE LIFE                       | Employee Benefit       |                           | \$3.91              |
|                                   |                        | <b>LIQUOR FUND TOTAL</b>  | <b>\$61,658.40</b>  |
|                                   |                        | <b>DISBURSEMENT TOTAL</b> | <b>\$143,305.38</b> |

**LIQUOR**—Clerk Johnson reported liquor store gross sales for April at \$45,202.89. Current cash basis accounting shows a profit of \$3,254.89 for the year. No quotes available for the purchase of new chairs/tables for the establishment. Upcoming events for May will be steak night, horse races, and an ATV fun run sponsored by the Twin Valley Community Club, with a meat raffle to follow.

Johnson has received paperwork from MidMinnesota to update the City's official signatories for an outstanding liquor store savings account. Johnson, Mayor Bolton and Vice Mayor Lampton will sign in concurrence with Resolution 2023—11. Johnson requested Council approval to move \$50,000 from the current savings account into a higher yield interest CD, at 4.9% for 13 months. Councilmember Askelson motioned to approve, seconded by Councilmember Lampton and the following resolution was passed to open a new reserves account.

#### **RESOLUTION 2023—12**

#### **RESOLUTION TO ESTABLISH CREDIT UNION SHARE ACCOUNT**

**BE IT RESOLVED**, that the Twin Valley City Council is hereby authorized to join the membership of MidMinnesota Federal Credit Union, open and maintain one or more corporate share account(s) therein and, submit deposits and disburse funds from said corporate account.

**BE IT FURTHER RESOLVED**, that until further written notice submitted to the Credit union by the City of Twin Valley, any 1 person(s) whose names and titles appear below may transact business within any such City of Twin Valley account(s); however, no loans may be made by the Credit Union to the City without all Officers executing such documents and, if required by the Credit Union, personally and individually guaranteeing and such obligation(s).

The following members of the Twin Valley City Council, along with the City Clerk Treasurer are hereby authorized, on behalf of the City of Twin Valley to act on behalf of the City for the purpose of maintaining said corporate account(s)—Michael Bolton, Mayor. Mike Lampton, Vice Mayor. Rachel Johnson, City Clerk-Treasurer.

Passed by the City Council of Twin Valley, Minnesota this 8th day of May, 2023.

Ayes—Mark Askelson, Paul Bekkerus, Michael Bolton, Tracy Christianson, Mike Lampton.

Nays—none.

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RACHEL JOHNSON, CLERK-TREASURER

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MICHAEL BOLTON, MAYOR

**PUBLIC WORKS**—E-mail from the MPCA distributed to Council acknowledging application for permit reissuance for the Twin Valley Wastewater Treatment Facility has been submitted. No action required. Council received Concurrence with the Preliminary Engineering report from USDA Rural Development for the Sanitary Sewer System Improvement project. Total estimated project cost has been updated to \$3,256,873. Currently waiting on a funding option. Once more information is available Ulteig will give Council a full update on the project status. Askelson requested permission to purchase a new garden shed for the community garden site. An application for grant funding to purchase this has been submitted, but grant funding is not awarded until fall. MA/TC-m/s/p to approve spending up to \$1,500.00 from the parks outlay funding to cover this expenditure for the time being. Brief discussion in regards to a water line that has broken and been repaired in town. The damage was found to be on the property owner side of the line, but an issue has already been raised. Council agreed to continue to bill the property owner as the responsible party as the City has always done.

**EDA/PARKS**—Discussion on updating website for the campground and other marketing ideas. There is currently a vacancy on the Parks/EDA board, looking for a community member to fill. The City has purchased clear lawn bags for citizens to use for leaves and trimmings as needed, they are available at City Hall. Be Kind day will be held on Wednesday 5/10 at Heiberg Park.

**POLICE**—Douville reported 42 calls for April. Discussed approaching cleanup day and nuisance property issues. Discussion on possible new demolition incentives for delapidated and vacant properties. No news on the new police vehicle previously ordered.

**FIRE/RESCUE**—Lampton reported 4 fire and 10 rescue calls. MA/PB-m/s/p to approve the purchase of a new washing machine for the rescue squad, spending no more than \$650.00. Lampton is still looking for an interested contractor to discuss making updates to the fire hall.

**FINANCIALS**—April financials received in council packet. No questions addressed. Requested a copy of the current general fund budget status for the June meeting.

**ORDINANCE**—No further comment or concerns addressed in regards to the proposed backyard chicken ordinance resolution 2023—09, with amendments. Councilmember Askelson motioned to officially adopt said ordinance as written, seconded by Councilmember Lampton. Passed by the City Council of Twin Valley, Minnesota this 8th day of May, 2023.

Ayes—Mark Askelson, Paul Bekkerus, Michael Bolton, Tracy Christianson, Mike Lampton.

Nays—none.

**NEW BUSINESS**—NORMAN COUNTY ATTORNEY FEE AGREEMENT—Council approved fee increase for the Norman County Attorney services for 2023 at the previous meeting, receiving the following contract for approval

afterwards. Councilmember Askelson motioned to approve and enter into payment agreement through 2026, seconded by Councilmember Lampton the following resolution was passed.

**RESOLUTION 2023—13**

**A RESOLUTION TO ENTER INTO PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF TWIN VALLEY AND THE NORMAN COUNTY ATTORNEY**

**WHEREAS** Norman County Attorney has as a matter of course provided criminal prosecution services to City of Twin Valley as represented in the Joint Powers Agreement, previously executed and incorporated herein by reference; and

**WHEREAS** the current rate of \$550/month for such professional attorney services has not been evaluated for over ten years;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants herein and for other good and valuable consideration, the parties agree as follows:

1. Norman County Attorney (or her successor) shall ensure that services rendered under this agreement are provided in an efficient and legally competent manner and further agrees to abide by the terms of this contract for the next three years ending December 31, 2025.
2. City of Twin Valley agrees to pay Norman County Attorney the following hourly rates during the pendency of this contract:
  - a. 2023: January – March \$550/month, April – December: \$575/month
  - b. 2024: \$590/month
  - c. 2025- 2026: \$610/month
3. Norman County Attorney shall submit timely invoices for services provided on at least a monthly basis, and City of Twin Valley shall remit payment on at least a monthly basis.

**IN WITNESS WHEREOF**, the parties hereto have signed this Agreement retroactively effective to April 1, 2023.

Passed by the City Council of Twin Valley, Minnesota this 8th day of May, 2023.

Ayes—Mark Askelson, Paul Bekkerus, Michael Bolton, Tracy Christianson, Mike Lampton.

Nays—none.

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RACHEL JOHNSON, CLERK-TREASURER

\_\_\_\_\_  
MICHAEL BOLTON, MAYOR

**BUILDING PERMIT REQUESTS**—Mayor Bolton addressed concerns over building permits being approved for properties that are in current violation of City nuisance ordinance, requested the Council make it a new policy to make a full review of all properties requesting permits for violations prior to any approval moving forward. ML/MA-m/s/p to table building permit application for 206 3<sup>rd</sup> St NE until property is cleaned up and no longer in a nuisance state.

ML/TC-m/s/p to approve the following two building permit requests—303 Pleasant Abe SE to place a 10'x8' metal storage unit, and 102 Garfield Ave NW to build a 26' x 30' x 9' garage upon existing concrete slab.

**COMMUNITY REQUESTS**—PB/TC-m/s/p to approve donation of \$300.00 to the Twin Valley Garden Club.

ML/PB-m/s/p to approve donation of \$500.00 to the Twin Valley Community Booster Club for Town and County Days. Askelson and Christianson abstained from vote being committee chair persons.

TC/MA-m/s/p to approve donation of \$100.00 to the Wild Rice Peacemakers. All donations will come from the Liquor Store fund.

Meeting adjourned 8:13Pm, MA/ML-m/s/p.

Attest: \_\_\_\_\_  
RACHEL JOHNSON, CLERK-TREASURER

Signed: \_\_\_\_\_  
MICHAEL BOLTON, MAYOR

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